

How to type special characters

Western european special characters and how to enter them from your keyboard in Windows.

To type a special character

1. Make sure the numeric key pad on the right of the keyboard is active by pressing Num Lock (upper right of keyboard). The Num Lock light on the keyboard will indicate that the numeric key pad is on.

NOTE: You must use the numeric key pad; if you use the number keys on the top of the keyboard, the characters will not appear. If you are on a laptop or computer without a separate numeric keypad use the character map app instead.

2. Place your cursor in the location where you wish to insert a special character.

3. While holding down the ALT key, type the **four-digit** code on the numeric key pad.

NOTE: If you have the International keyboard activated, you will only be able to input codes using the ALT key on the left side of the keyboard.

4. Release the ALT key, and the character will appear.

NOTE: You must include the initial zero in the code. For example to insert á (0225) you must type 0225, NOT 225.

This table applies only to Windows .

†	0134	dagger
‡	0135	double dagger
™	0153	trademark sign
¢	0162	cent sign
¤	0164	general currency sign
¥	0165	yen sign
§	0167	section sign
©	0169	copyright
®	0174	registered trademark
°	0176	degree sign
±	0177	plus or minus
μ	0181	micro sign
¶	0182	paragraph sign
·	0183	middle dot
¼	0188	one-fourth
½	0189	one-half
¾	0190	three-fourths
¿	0191	inverted question mark

À	0192	uppercase A, grave accent
Á	0193	uppercase A, acute accent
Â	0194	uppercase A, circumflex accent
Ã	0195	uppercase A, tilde
Ä	0196	uppercase A, umlaut
Å	0197	uppercase A, ring
Æ	0198	uppercase AE
Ç	0199	uppercase C, cedilla
È	0200	uppercase E, grave accent
É	0201	uppercase E, acute accent
Ê	0202	uppercase E, circumflex accent
Ë	0203	uppercase E, umlaut
Ì	0204	uppercase I, grave accent
Í	0205	uppercase I, acute accent
Î	0206	uppercase I, circumflex accent
Ï	0207	uppercase I, umlaut
Ð	0208	uppercase Eth, Icelandic
Ñ	0209	uppercase N, tilde
Ò	0210	uppercase O, grave accent
Ó	0211	uppercase O, acute accent
Ô	0212	uppercase O, circumflex accent
Õ	0213	uppercase O, tilde
Ö	0214	uppercase O, umlaut
Ø	0216	uppercase O, slash
Ù	0217	uppercase U, grave accent
Ú	0218	uppercase U, acute accent
Û	0219	uppercase U, circumflex accent
Ü	0220	uppercase U, umlaut
Ý	0221	uppercase Y, acute accent
Þ	0222	uppercase THORN, Icelandic

ß	0223	lowercase sharps, German
à	0224	lowercase a, grave accent
á	0225	lowercase a, acute accent
â	0226	lowercase a, circumflex accent
ã	0227	lowercase a, tilde
ä	0228	lowercase a, umlaut
å	0229	lowercase a, ring
æ	0230	lowercase ae
ç	0231	lowercase c, cedilla
è	0232	lowercase e, grave accent
é	0233	lowercase e, acute accent
ê	0234	lowercase e, circumflex accent
ë	0235	lowercase e, umlaut
ì	0236	lowercase i, grave accent
í	0237	lowercase i, acute accent
î	0238	lowercase i, circumflex accent
ï	0239	lowercase i, umlaut
ð	0240	lowercase eth, Icelandic
ñ	0241	lowercase n, tilde
ò	0242	lowercase o, grave accent
ó	0243	lowercase o, acute accent
ô	0244	lowercase o, circumflex accent
õ	0245	lowercase o, tilde
ö	0246	lowercase o, umlaut
÷	0247	division sign
ø	0248	lowercase o, slash
ù	0249	lowercase u, grave accent
ú	0250	lowercase u, acute accent
û	0251	lowercase u, circumflex accent
ü	0252	lowercase u, umlaut

ý	0253	lowercase y, acute accent
þ	0254	lowercase thorn, Icelandic
ÿ	0255	lowercase y, umlaut